

Filing a Motion with Supporting Documents

(Filing in correct order and referring to correct documents(s))

1. First, file the Motion/Application (see [#7](#) on docket below).
2. Next, file the Notice of Motion/Application and [refer](#) to the Motion/Application (see [#8](#) on docket).
3. Next, file the proposed Order (See [#9](#) on docket) and refer to the Motion ONLY ([#7](#) on docket).
4. Next, file the Proof of Service (See [#10](#) on docket) and refer to the documents being served. In the example below, the Proof of Service is linked to the Motion ([#7](#)), the Notice of Motion ([#8](#)), and the Proposed Order ([#9](#)). If for instance, only the Notice of Motion was served, then the Proof of Service would referred only to the Notice of Motion ([#8](#)).

How to refer to another document: Check the box that asks "Does this filing refer to an existing document in this case? (If yes, click on the box)." A list of categories is displayed. Select one or more categories from the list by highlighting the ones you need and clicking on *Next*. A list of all docket entries in those categories is shown. Check the box for each docket entry that should related to the current filing. Click on the number in the “#” column to view the document that was filed. Click *Next*.

Sample Docket

| Filing Date | # | Docket Text |
|--------------|--------------------|--|
| today's date | 7 | Motion to Avoid Lien of [Name of Creditor] Filed by Attorney on behalf of Debtor. (Attorney) |
| today's date | 8 | Notice of Motion to [Name of Creditor] Filed by Attorney on behalf of Debtor (related document(s)[7]). Last Day to File Objection(s)/ Request for Hearing: _____ (Attorney) |
| today's date | 9 | Proposed Order re Motion to Avoid Lien with [Names of Creditor], Filed by Attorney on behalf of Debtor (related document(s)[7]. Order to be signed on or after _____. (Attorney) |
| today's date | 10 | Proof of Service filed by Attorney on behalf of Debtor (related document(s)[7,8,9]. (Attorney) |